

**City of Los Altos**

**POLICY ON NAMING PARKS**

**Submission Guidelines**

- A brief statement explaining why the proposed name should be selected may be required. Names of persons may be accepted.
- Park names ordinarily shall be limited to three words with the last word being "park".
- There shall be a limit of two suggestions per person. A person making a submittal must provide his or her name and address. No anonymous submittals will be accepted.
- Names must be submitted in writing to the Recreation Department.

**Selection Process**

- A subcommittee comprised of either 2 commissioners and 1 staff member or 3 commissioners and 2 staff members will judge all submissions. The subcommittee has complete authority to reject any submission it deems appropriate for any reason.
- The subcommittee reviews submissions and selects 15 (+/-) to be forwarded to the Recreation Commission
- The Recreation Commission selects up to 3 names to be forwarded to the City Council for approval or for selection and approval. All submissions received by the City will be sent to the City Council with the Commission's recommendation.

*Approved by Council: February 16, 1999*

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